



Office of International Student Services & Programs

Social Security Office Visits

You will need to obtain a Social Security Number within 6 weeks of finding a job on campus at Andrews University.

To obtain your Social Security Number, please follow these steps:

1. Visit the Employment Office on the second floor of the Administration Building and receive an **Employment Letter signed by the Employment Office**.
2. Bring the Employment Letter to the Office of International Student Services and Programs on the third floor of the Administration Building (AD 307) for a **second signature from a Designated School Official (DSO)**.
3. Make sure that you have a **current I-20 with ink signatures** (i.e., NOT an emailed I-20 with electronic signatures). You will need to bring both the double-signed Employment Letter and your current I-20 with ink signatures when you visit the Social Security Office.
4. Contact the **Benton Harbor Social Security Office** by calling first and making an appointment to come in for an in-person visit. Please use the contact information below and follow their directions.

Benton Harbor Social Security Office
455 Bond Street
Benton Harbor, MI
49022

Phone: 877-405-5457